

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST I, Property Accounting

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma required. Associate's Degree preferred.
- Minimum of three (3) years' experience in bookkeeping and/or clerical activity with a minimum of two (2) years involving inventory control or accounting duties. Experience within a governmental agency preferred but not required.
- Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS, ABILITIES

- Ability to analyze, interpret, and use data in decision-making.
- Ability to plan, organize, and prioritize.
- Effective skills in oral and written communications.
- Knowledge of computer applications as related to departmental job functions.
- Knowledge of Florida Law, State Board of Education Rules, and Rules of the School Board pertaining to fixed assets and property inventory.

#### SUPERVISION

**REPORTS TO** Property Records Manager  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To create and maintain an adequate recordkeeping system; to supervise the distribution of department tasks and assignments; to conduct annual physical inventories on all District-owned real and tangible personal property, pursuant to law, Rules of the Auditor General, and rules of the School Board.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Create individual records for all real and tangible personal property from data supplied by the Finance Department and Cost Centers.
2. \*Coordinate with Information Services Department on tagging of technology assets.
3. \*Supervise and/or perform the entering and periodic updating of all property record data into a computerized storage and retrieval system, including oversight of asset number control spreadsheet.
4. \*Schedule, coordinate, and conduct annual inventories of all tangible personal property owned by the School District and notify the custodian and the Property Records Manager regarding all discrepancies. Maintain proper audit records for review and preparations of reports.
5. \*Communicate with Principals, Directors, and inventory control designees on questions and concerns regarding their inventories.
6. \*Prepare and/or review reports regarding missing items for presentation to the School Board. Identify all items deemed to be surplus for removal from records by the School Board.
7. \*Perform Finance activity of reconciliation of totals between Finance and Property Records and maintain records for review by the Finance Department and State Auditors. Prepare periodic summaries of fixed asset values for use by the Finance Department in preparation of financial and accounting statements.
8. \*Supervise department workload.
9. \*Coordinate the implementation of an integrated barcode computerized property records management system.
10. \*Create procedure documents for Property Records and oversee the updating of training documentation for the Asset Management System.
11. \*Train new inventory control designees, as needed.
12. Perform other duties as assigned by the Property Records Manager.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard office equipment and materials. Drive small truck/vehicle.

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## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Crawling** Moving about on hands and knees or hands and feet.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Noise** The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.  
**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AS-C \$31,925 - \$56,694**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 7500  
Job Code 1601  
Survey Code 77625

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**October 10, 2017**  
**May 11, 1993**

ADA Information Provided by Bill Kelly  
Position Description Prepared by Bill Kelly